50724-01

## GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

(K 1A)

Application Number

## APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date:

June 27, 1984

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

JUL 2 4 1984

78-323-A

AUG 7 1985

Record Series Title:

78-323 Superior & State

Court Case Files

Person to Contact:

Jan W. James

Item number to be amended: 12

Telephone No.

656-3025

Reads as follows:

Cut off files at end of each Calendar Year. Hold in the current files area 7 years; then transfer to State

Records Center; hold 4 years; then destroy.

inactive

Amended to read:

Cut off/files at end of each Calendar Year. Hold in the current files area 2 years; then transfer to State Records Center; hold 5 years; then destroy.

Reason for change:

Need additional space in current files area.

AUTHORITY:	Day 1-27-84
Division Director/Designee:	Date
Records Management Officer (RM&C):	Date 6-28.84
Chief, Records Management and Controls: William To Holinson	Date 6-28-84
ESA Director: Dank Byyand	Date 7-19-84
State Auditor/Designee:	Date_8-31-84
Secretary of State/Designee: Loward Weldon	Date_7/24/84
Attorney General/Designee:	Date 1/2/85
	ESA-143 (R-5/82)



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

4273-42

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Labor	Application Number
11-22-78	Employment Security Agency	78-323 ×
Application Number	296 State Labor Building	Date Received Date Completed
- "	Atlanta, Georgia 30334	NOV 3 0 1978   DEC 6 1978
		1000
2. Person to Contact	Working Title	Telephone Number
Sam C. McCutchen	General Counsel	656-3025
3. Action Requested	و المحمد	
	Schedule; record will continue to accumulate.	
	cumulation; no further accumulation anticipated.	
c. Amend Application !  4. Dates of Series	No Check One:  Change;  Superced  Superced  Superced  Superced  Change;  Superced	
Earliest — Latest	5. Necorus Series Title (10110Wed by trae asea in office; if all	rierent)
	7.7	
1940 1969	Superior and State Court Case File	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
Legal Section	Provides all needed legal serv	ices in the collection
Legar bección	of unemployment compensation to	
	Commissioner of Labor and Direction	
$\langle \phi_{\gamma} \rangle < 0$	Security Agency - all legal mag	
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7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):
Documents relating to:	Maintaining case files relating liabilities, garnishments, into	
Included are:	Individual folders for each ca	se containing
	Statements of Account, correspondent	
	Orders, and other related documents	ments.
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File is arranged:	Chronologically by year case c	
1.00	alphabetically by name of empl	oyer or claimant at the
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	Seven to twelve months old; Thirteen to	twenty-four months old;
twenty-five months and olde		
9. Annual Rate of Accumulatio		
Letter-size drawers	; Legal-size drawers 3; Shelves;	Other (specify)
A Company		· · · · · · · · · · · · · · · · · · ·
AR-50-71: Rev 78	(Dust)	

YES	NO	10. Questic	nnaire (Place an "	X" in the proper ∝	olumn)	<i>F</i>
			he official copy of th	e series?		
X		b. Does th	where is it?	dential information	requiring security handling? If yes, cite	law or regulation.
X	l X		Code Ann. 5'4  vital record?		73	- 1
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	х		ents be scheduled sep			
	x				published? If yes, attach copy.	
	x	g. Is the in	iformation contained	l in this series ever a	inalyzed and/or recorded in a summarized	l report?.
				· •	e, or in another office or agency?	
<u>x</u>			<del>-</del>		n in Dept. of Law	
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	b. Stat	tute of limita	tion I The Late	years.	Administrative need	11years.
		leral law			f. Federal retention instruction	
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